

Class Specifications
for the Class:

ASSET FORFEITURE PROGRAM MANAGER
(ASSET FORFEITURE PRGM MGR)

Class Distinguishers:

Complexity: This class reflects responsibility for planning, developing, coordinating and maintaining operations and procedures to administer the disposition of forfeiture petitions and manage the storage, maintenance, liquidation, and distribution of assets seized and forfeited in connection with the commission of certain criminal offenses.

Supervision Received: The work is performed under the general supervision of a Deputy Attorney General. The Attorney General has the final authority to grant or deny actions concerning asset forfeiture; therefore, documents (such as the petition for forfeiture, forfeiture order and forfeiture fund request) processed by the Asset Forfeiture Program Manager are subject to review and approval by a Deputy Attorney General and the Attorney General.

Full Performance Knowledge and Abilities: (*Knowledge and abilities required for full performance in this class.*)

Knowledge of: Pertinent laws governing the Asset Forfeiture Program; general legal principles concerning laws of arrest, laws of search and seizure, statutory law of arrest and search and seizure, and statutory law concerning forfeiture; inventory recordkeeping; methods and practices associated with the maintenance of financial records; report writing; State procurement laws; rule making policies and procedures; leases; and office practices and procedures.

Ability to: Manage the State's Asset Forfeiture Program; interpret State statutes relating to asset forfeiture, and keep abreast of statutory changes and their impact on the Asset Forfeiture Program; develop applicable rules and procedures; develop, revise and recommend operating policies and procedures; prepare financial reports; develop requests for proposals and contracts for service; communicate effectively orally and in writing; prepare clear and concise reports, correspondence and informational material; maintain effective working relationships with departmental personnel, other law enforcement agency personnel, State agencies,

private companies and the general public; and use word processing and spreadsheet computer applications to maintain inventory and financial records and prepare reports.

Examples of Duties: *(The sole position in this class may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Develops and/or revises procedures for the Asset Forfeiture Program in functions such as acquiring custody of seized and forfeited property, processing forfeiture petitions, orders, and forfeiture fund requests from law enforcement agencies, filing of all forfeiture cases, automation of accounting functions and reporting requirements, and the publishing of rules and regulations governing the internal operating procedures of the Program.
2. Acquires custody of seized and forfeited property from the seizing agency and arranges for transport of property to a storage facility. Provides for routine maintenance and repair of assets to maintain their condition. Arranges for specialized maintenance services for these assets and facilities as necessary. Releases forfeited property to law enforcement agencies, as approved by the Attorney General, or to buyers at forfeiture auctions. Returns unforfeited property to owners, as directed by the Attorney General. Ensures the destruction of property as required by law or when the asset has no reasonable sale value.
3. Develops and/or revises procedures for proper handling of seized and forfeited currency and arranges for deposit into an appropriate bank account.
4. Notifies the public through the use of advertisements that an asset has been seized. Develops and/or revises procedures for periodic public sale of forfeited property, including selection of sales site, contracting for a sales agent or auctioneer where necessary, transporting property to sales site and ensuring security of property during sales. Obtains professional appraisals to determine the fair market value of seized

assets when necessary.

5. Develops and/or revises procedures by which seizing and prosecuting agencies and the Department of the Attorney General's criminal forfeiture fund receive their respective statutory net share of the forfeited currency and the liquidated forfeited assets. Develops and/or revises procedures by which seized property may be directly transferred to a qualified law enforcement agency for their official use. Ensures the necessary accounting and reporting of such distributions and transfers.
6. Develops and/or revises procedures to allow law enforcement agencies access to funds for specified statutory purposes from the forfeiture fund.
7. Ensures that the annual report to the legislature is prepared and that other statutory requirements of the Program are met.
8. Assists with the training of other law enforcement agencies regarding statutory requirements, policies and procedures of the Program.

This is the first specification for the new class ASSET FORFEITURE PROGRAM MANAGER (ASSET FORFEITURE PRGM MGR).

Effective Date: 10/23/98

DATE APPROVED: 10/28/98

/s/ James H. Takushi
JAMES H. TAKUSHI
Director of Human Resource Development